

FILED: *Reg. N Mgt. 1*
RETURN TO 17 August 1954

RECORDS MANAGEMENT DIVISION

STAT

MEMORANDUM FOR: Addressees Noted Below with Distribution

SUBJECT: Proposed Notice No. [] Supply
Standardization of Heavy-Duty File Folders
(Job #712-IH)

1. The proposed N [] Standardization of Heavy-Duty File Folders is submitted herewith for your concurrence and comment.
2. The heavy-duty file folder described in this Notice has been standardized to replace many different types of heavy-duty file folders now used in the Agency.
3. The publication of this Notice was requested by the Chief, Management Staff based on the suggestion from a representative of the Logistics Office. The Chief, Management Staff stated that since the issuance of N [] which standardized the use of 11 point kraft, square cut folders in the Agency, the number of types of folders stocked has been reduced from 54 to 6 with resulting economies in procurement and storage. It is believed that the attached Notice will achieve additional economies by reducing the number of requisitions and purchase orders for nonstandard heavy-duty folders.
4. A restriction on obtaining and using the standard heavy-duty folder is provided in subject Notice since these folders should be used only if warranted by heavy continuing usage requirements.
5. Questions pertaining to subject Notice may be referred to [], Management Staff, extension [].
6. It is requested that your concurrence and comments be indicated on the attached Concurrence Sheet and be returned to this Staff by 7 September 1954.

[]
Chief, Regulations Control Staff

cc: Deputy Director (Administration) (Info) - 2
Deputy Director (Intelligence) - 10
Deputy Director (Plans) - 14
Assistant Director for Communications - 3
Assistant Director for Personnel - 5
Director of Training - 3
General Counsel - 1
Comptroller - 3
Inspector General - 1
Chief of Logistics - 7
Chief Medical Staff - 3
Director of Security - 6

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300110012-2
Cable Secretary - 1

AUG 18 1954

TO: REGULATIONS CONTROL STAFF, 126



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CONCURRENCE SHEET

PROPOSED ISSUANCE: Supply, Standardization
of Heavy-Duty File Folders
DRAFT 17 August 1954

CONCUR:

- (a) Substance
- (c) Classification
- (d) Distribution

Signature

Office

Date

COMMENT

(Job #712-1H)

CIA INTERNAL USE ONLY
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NOTICE

LOGISTICS

DRAFT 17 August 1955

SUPPLY

STANDARDIZATION OF HEAVY-DUTY FILE FOLDERS

REFERENCE:

1. The following item has been added to the list of filing supplies standardized for Agency-wide use in reference Notice:

<u>Item</u>	<u>Stock No.</u>
Folder, file, kraft, square cut, 17 point, slot punched in 1st and 3rd positions, $\frac{1}{2}$ inch linen "W" type expansion gusset. Legal size only.	

? 1 1/2"

2. The above item is a heavy-duty folder which will be issued for use only in those files where there are frequent references to records not subject to early retirement and where the heavy continuing usage of such files would necessitate replacement of the standard 11 point folders during the active life of the records. Normally the standard heavy-duty file folders will be used only for filing "case" or "project" records where the rate of expansion and the period of time such records must be retained is such as to preclude the use of the standard 11 point kraft folder.

3. Folder number ____ is being standardized in order to replace the many different types of heavy-duty folders now used in the Agency. Standardization of one such folder will effect substantial economies in the procurement and storage of folders. In addition this particular folder costs approximately 10 cents less than the equivalent pressboard folder and is considered approximately equal in durability, strength, and utilization.

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NOTICE

4. The new folder may be obtained by submitting a requisition through normal supply channels with the following statement signed by the Area Records Officer.

These folders are needed because the frequent reference requirements of the file would necessitate replacement of the standard 11 point folders during the active life of the records.

Signed: _____
(Title)

Requisitions for these folders received without this certification will be returned to the requesting office.

DISTRIBUTION: AB